Generic Templates - User Guide

Introduction

Purpose of Generic Templates

To provide a Contensis-based solution to non-branded website requests, that allows for local styling and JavaScript additions without granting full developer access to the system.

What is provided

- New sites generated through a site-wizard.
- Basic template set-up
    - 1, 2 and 3 section templates, based very broadly on current design structure (ie similar div layout) but without the UoB icon/wordmarque
- Core CSS provided providing very basic but neat styling.
- Additional (empty) CSS file provided to enable local styling, when and if required.
- JQuery and JQueryUI provided by default.
- Ability to add further JavaScript libraries to the site, if required.
- Additional (empty) JavaScript file provided to enable local functions, when and if required.

Skills required

The skills required rather depends on what the site will implement.

A web editor implementing the default generic site (i.e. same basic styling and no additional client-side script)

- Should have attended a Contensis editor course
- Should have some familiarity with HTML

And if the site is to have its own unique stying:

- Should have a strong understanding of HTML/XHTML
- Should have a (very) strong understanding of CSS

And if the site is to use additional JavaScript functions/libraries:

- Should have a strong understanding of HTML/XHTML
- Should have a (very) strong understanding of CSS
- Should have a good understanding of Javascript and JQuery

Implementation

Creating a Generic Site (webteam only)

- Run the microsite wizard (‘View Wizards’ > ‘Create Microsite’).
- Unless otherwise directed, select ‘Create a Microsite within this Project’.
- Select ‘/micrositetemplates/genericsite’.
- Unless otherwise directed, select ‘/generic’ as the Microsite Destination Folder.
- Complete the menu and folder names with the name of the site.
- Unless otherwise directed, keep the default microsite group names.
- The new site is built.
- Webteam staff should check the following before handover:
    - Permissions should be ready to go, but please review the site’s permissions before handover.
    - Re-assign the data filter settings on the news listing, news archive and news search page controls.

Initial tasks

Access requirements

It is the responsibility of the new site owner to provide the webteam with the access requirements of any staff to work on the site and to arrange Contensis training for any staff not yet trained on the system. Staff can be allocated to either an approvers group (can edit and approve content for publishing) or an editors group (can edit but not approve content).

Setting navigation & metadata

The following metadata fields are available to Generic Site templates by default:

- Description. Textbox to provide description of the web page's purpose and content. This field is output to the `<meta name="Description">` tag in the page’s head section. This should be completed on every page.
- Keywords. Comma separated list of keywords that describe the web page's content. This field is output to the `<meta name="Keywords">` tag in the page’s head section. This should be completed on every page.
- NavigationStartsHere. Checkbox which sets the starting point for the site navigation (sub_navigation) and breadcrumbs elements. This should be set on at least one page as soon as possible.
- GenericSiteHome. Checkbox which sets the generic site homepage index - this in turn sets the home folder for the SiteSpecificCSS and SiteSpecificJavaScript folders and the site for the local search. This should be set on the site homepage as soon as possible.

Further metadata fields can be added on request/by agreement.

Basic provision

Page Templates

There are 3 standard templates provided, which are fundamentally the same.

- Generic3Section
- Generic2Section
- Generic1Section

Basic Page Div structure (incl class names) for Generic3Section

```
<div id="wrapper">
     <div id="header">
          <div id="logo"></div>
               <div id="header_content"></div>
     </div>
     <div id="navigation_bar"></div>
     <div id="breadcrumbs"></div>
     <div id="subnavigation_section"></div>
     <div id="content_section">
               <h1>Page Title</h1>
     </div>
     <div id="related_section"></div>
     <div id="footer">
          <div id="miniMap"></div>
          <div id="footer_content"></div>
     </div>
</div>
```

- Generic2Section is identical to Generic3Section but with no `related_section` and an additional class of `sys_genTwoSectionContent` on the `content_section` div.
- Generic1Section is identical to Generic2Section but with no `subnavigation_section` section and an additional class of `sys_genOneSectionContent` on `content_section` div.

In its default style the sections are displayed as columns, in a similar fashion to the University of Birmingham site - but they could be displayed in a different order and as rows rather than columns with the correct CSS. See examples for more information.

Hidden sections in default design

Also in the default design, some of the div blocks are hidden by the CSS (in 0110styleLayout.css):

- `<div id="navigation_bar">`
- `<div id="breadcrumbs">`
- `<div id="miniMap">`

These areas are therefore effectively optional. To re-activate, set these divs to display:block in the local 0750site.css file (to help these rules have already been placed in this file, but commented-out.

Page content

- The main content area (content_section) and the related_section (on the 3 section template) can both be edited using the standard Contensis WYSIWYG page editor, in the same way as the standard www.birmingham.ac.uk site. Simply click on the page to be edited and select 'edit'.
- The breadcrumb (breadcrumbs) and sub-navigation (subnavigation_section) areas are auto-populated using standard Contensis controls that generate site navigation.
- The header content (header_content) section is auto-populated with a search box that will (if the appropriate metadata tag is set) perform a google search specific to this (sub)site using the institution's Google search Appliance (GSA). If no 'GenericSiteHome' metadata tag is set, the search will be restricted only to the whole www.birmingham.ac.uk domain.
- The content for the logo, navigation bar, mini-map and footer sections are all supplied to the page through content finder controls which look for include or image files located in the site with a certain name.
  N.B. Copies of these files are supplied as part of the default site, but if the content finder cannot find them in the local sub-site it will search higher up the navigation tree, so will use files from the parent site if it finds them.
  The file name and content type for each section are as follows:
  - : image : logo.gif
  - : include file : navigationBar
  - : include file : miniMap
  - : include file : footerContent

More about include files

Include files are not edited through a wysiwyg editor, but through a text editor. As a rule, include files are expecting plain text, HTML or code of some description. Include file content is not parsed (processed) by the Contensis CMS, so all content you add here will be delivered as is to the web server for inclusion on the page.
Example code has been provided for all include files provided by default. In the case of the navigationBar and miniMap files, this content has been commented out so as not to appear on the page.

CSS

Each generic site references the following centrally provided CSS:

- /SiteElements/CSS/Generic/0000reset.css
- /SiteElements/CSS/Generic/0100style.css
- /SiteElements/CSS/Generic/0103styleSizes.css
- /SiteElements/CSS/Generic/0105styleColours.css
- /SiteElements/CSS/Generic/0110styleLayout.css
- /SiteElements/CSS/Generic/0115styleModules.css
- /SiteElements/CSS/Generic/0800print.css (print media)

In addition the site will pick up any CSS files in the SiteSpecificCSS folder. By default two (empty) CSS files are provided in this folder:

- 0750site.css
- 0850sitePrint.css (print media)

JavaScript

Each generic site references the following Javacript libraries by default:

- jQuery JavaScript Library v1.4.2 (http://jquery.com/)
- jQuery UI 1.7.2 (http://docs.jquery.com/UI/)

In addition the site will pick up any JavaScript files and/or URL references to Javacript files in the SiteSpecificJavaScript folder. By default one empty JavaScript file is provided in this folder.

- site.js

The ability to add URL references in this folder means that its possible to add other externally hosted JavaScript libraries if required.

Modules and controls

There are a number of standard www.birmingham.ac.uk modules and controls also available to generic site users. To help speed things along example pages or optional features (sub-templates that can be dragged into pages) have been created to demonstrate these controls.

News

A generic site can make use of the Contensis news content item and an example news section is provided with the default site. This news section (folder /news) contains 4 example pages:

- examplenewsitem (a news item page - created using the Genericnewsitem template, which is based on the Generic2Section template).
- examplenewslisting, set as folder homepage (a standard Generic3Section page with a configured ‘news - standard listing’ control added to the content section).
- examplenewssearch (a standard Generic3Section page with a configured ‘news - search’ control added to the content section).
- examplenewsarchive (a standard Generic2Section page with a configured ‘news - archive’ control added to the content section).

Creating a news item

To create a news item simply create a new page using the Genericnewsitem template. News is classed a structured content item in Contensis so content is edited through a form interface rather than a page display.
The examplenewsitem page is provided as an example of the minimum that should be completed.

Creating a news listing page

Either copy/amend the example listing page (examplenewslisting) or create one from scratch:

- Create a page in the normal way using any of the standard templates (Generic3Section, Generic2Section or Generic1Section, but not the news template.
- In the main content area, right-click and select 'Web Controls > News Module > Listing'
- Set the following control properties:
    - Enable Auto Title: OFF
    - Title: Leave empty
    - Enable Title: OFF
    - Theme: None
    - Enable Description: ON
    - Publish Date Format: Short date
    - Enable Publish Date: ON
    - Enable Categories: OFF
    - Enable Thumbnail: OFF
    - Icon Display: None
    - Under 'Advanced Options', under 'Data Filters' click 'Edit Filters' and set the following:
        - Property_FullPath
        - StartsWith
        - <path to new geenric site> (e.g. `/generic/mySite/`)
    - N.B. Other options can be set but additional styling may be required.
- Save selection.
- Save the page.

If you choose to copy the example page please check the control properties (particularly the data filter property) before publishing.

Creating a news search page

Either copy/amend the example listing page (examplenewssearch) or create one from scratch:

- Create a page in the normal way using any of the standard templates (Generic3Section, Generic2Section or Generic1Section, but not the news template.
- In the main content area, right-click and select 'Web Controls > News Module > Search
- Set the following control properties (those not mentioned can be left at their default settings):
    - Results Web Page: <navigate to site listing page>
    - Show Current Year: OFF
    - Enable Keyword Search: ON
    - Enable Year Dropdown: ON

    - Enable Month Dropdown: ON (optional)
    - Enable Categories: OFF
    - Theme: None
    - N.B. Other options can be set but additional styling may be required.
- Save selection.
- Save the page.

If you choose to copy the example page please check the control properties (particularly the data filter property) before publishing.

Creating a news archive page

Either copy/amend the example listing page (examplenewsarchive) or create one from scratch:

- Create a page in the normal way using the Generic2Section template.
- In the main content area, right-click and select 'Web Controls > News Module > Archive
- Set the following control properties:
    - Enable Categories: OFF
    - Theme: None
    - Start Header: H2
    - Enable Title: OFF
    - Sub-item heading: H2
    - Under 'Advanced Options', under 'Data Filters' click 'Edit Filters' and set the following:
        - Property_FullPath
        - StartsWith
        - <path to new geenric site> (e.g. /generic/mySite/)
    - N.B. Other options can be set but additional styling may be required.
- Save selection.
- Save the page.

If you choose to copy the example page please check the control properties (particularly the data filter property) before publishing.

N.B. The ticker is actually hidden by the default CSS rules. This can be overridden by the local site css rules.

Send to a friend

A standard Contensis control that has been made available to generic sites, the 'Send to a friend' function has two component parts:

- A standard page (any, but in the default column layout Generic2section probably works best) with a configured 'send to a friend' control on. An example page has been provided in the sendtoafriend folder. The control has the following properties:
    - System Email: sendtoafriend@contacts.bham.ac.uk
    - System Display Name: <this should be changed to something representing the generic site>
    - Theme: custom.
- A link to that page. An example feature has been provided in the optionalfeatures folder which places that link inside a p tag with an appropriate class name to assist styling

(`.sys_sendtoafriend`).

Relationships

By default a single simple relationship has been associated with the generic site, 'One way Simple Relationship', so this needs to be set as the Relationship Type.
Further relationships can be added on request/by agreement.

Related Items

The related items control provides a simple list of pages/courses/documents/links that have been associated with the page via relationships. It has been used widely on the www.birmingham.ac.uk site on the right-hand side column, so it has been styled to fit in in the default layout - but could work anywhere given a little CSS.
To use this control, either drag the example feature 'relateditemsFeature' into your page or add the control afresh by right-clicking in a placeholder and selecting 'Web Controls > Navigation > Related items'.
N.B. The example feature has been wrapped in a div with appropriate class name which is used in the default CSS.

Related Course Listing

The related course listing control enables display of courses in a more detailed list (so appropriate for a wider content area). Course can be filtered by course type, subject area and/or courses related to the page via the One way Simple Relationship.
Add the control by right-clicking in a placeholder and selecting 'Web Controls > University of Birmingham > Course Related Items Listing'.
More needed...

Multimedia controls

The following controls have been made available to generic sites:

YouTube Player

This control allows for embedding of YouTube hosted videos using YouTube's own embed code.
Add the control by right-clicking in a placeholder and selecting 'Web Controls > University of Birmingham > YouTube Player'.

Flash FLV Player

This control, which uses the media player licensed by Contensis, allows the user to embed FLV files held within Contensis or FLV movies hosted externally.
Add the control by right-clicking in a placeholder and selecting 'Web Controls > Multimedia > Flash FLV Player'.
Else, a pre-configured control suitable for the default styled right-hand side column is available as a feature (relatedvideofeature) in the optionalfeatures folder.

Embedded SWF

Allows for the embedding of SWF files held within Contensis.
Add the control by right-clicking in a placeholder and selecting ‘Web Controls > Multimedia > Embedded Swf’.

Rotating images feature control

There are actually two controls - Homepage Feature control (1 section) and Landing Feature control (2 section). These are standard www.birmingham.ac.uk site controls that have been rebuilt to allow for inclusion into generic sites. Both controls allow images of a standard size to be selected, with links and (in the case of the landing page control) text, and displayed in rotation on the page.
N.B. These are standard site controls so will cease to function as designed if the generic site default design div layout is changed or standard site image dimensions (landing feature / homepage feature) are not used.

Examples

- Dev System - rough crash site: http://test.birminghamdev1.bham.ac.uk/generic/jon/

Others to follow...